

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

Washington 25, D. C.

22 January 1952

MEMORANDUM FOR: All Assistant Directors
All Office Heads

FROM : Assistant Director/Personnel

SUBJECT : Placement Follow-up Program

1. The Personnel Office is starting a system of follow-up of new employees, designed to help the various offices determine the ability of each new employee to perform adequately the duties and responsibility of his assignment and, thereby, improve our placement activities.

2. Placement Officers are now responsible for contacting each new employee and his supervisor within ninety days after the employee has completed training. On the basis of these interviews, Placement Officers will assist supervisors in determining whatever corrective action may be necessary. Such corrective action might be reassignment, additional training, separation, or any other action designed to increase the effectiveness of our work force.

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F. TRUBEE DAVISON

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